



**MORAGA-ORINDA FIRE DISTRICT
BOARD OF DIRECTORS**

Regular Meeting
August 1, 2012
6:00 P.M. – Closed Session
7:00 P.M. – Open Session

PLEASE NOTE NEW MEETING ADDRESS:

Hacienda de las Flores
Closed Session – Conference Room
Open Session – Mosaic Rom
2100 Donald Drive
Moraga, CA 94556

1. OPENING CEREMONIES
 - 1.1. Call the meeting to Order
 - 1.2. Roll Call
 - 1.3. Pledge of Allegiance
2. PUBLIC COMMENT
The public is invited to speak on any matter not appearing on the agenda and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.
3. CLOSED SESSION
 - 3.1. **Conference with Labor Negotiator**
(Government Code Section 54957.6)
Agency Designated Representative: Edward Kreisberg
Employee Organization: Association of Federated Firefighters IAFF, Local 1230
 - 3.2. **Public Employee Performance Evaluation**
(Government Code Section 54957)
Fire Chief
4. RECONVENE THE MEETING
 - 4.1. **Call the meeting to Order**
5. REPORT OF CLOSED SESSION ACTION
6. PUBLIC COMMENT
The public is invited to speak on any matter not appearing on the agenda and within the subject matter jurisdiction of the District. Comments should be limited to three minutes. Please state your name and address for the record.
7. CONSENT AGENDA
 - 7.1. **Board Minutes**
Regular Board Meeting Minutes of May 30, 2012
Staff Recommendation: Receive and File
 - 7.2. **Quarterly Ambulance Billing Report**
Staff Recommendation: Receive and File
8. REGULAR CALENDAR
 - 8.1. **Impact of Fire Station 16 Closure**
Staff will present information to the Board regarding the impact of the Station 16 closure.
Staff Recommendation: 1) No action required; for informational purposes only

9. COMMITTEE REPORTS

9.1. **Ad Hoc Committee Reports**

9.1.1 Facilities Committee (Director Wyro and Chief Bradley)

10. ANNOUNCEMENTS

10.1. **Brief information only reports related to meetings attended by a Director at District expense**
(Government Code Section 53232.3(d))

10.2. **Questions and informational comments from Board members and Staff**

11. ADJOURNMENT

The Moraga-Orinda Fire Protection District ("District"), in complying with the Americans with Disabilities Act ("ADA"), requests individuals who require special accommodations to access, attend and/or participate in District Board meetings due to a disability, to please contact the District Chief's office, (925) 258-4599, at least one business day prior to the scheduled District Board meeting to ensure that we may assist you.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Moraga-Orinda Fire District to a majority of members of the Board of Directors less than 72 hours prior to that meeting are available for public inspections at 33 Orinda Way during normal business hours.

I hereby certify that this agenda in its entirety was posted on July 27, 2012, at the Moraga and Orinda Fire Administration offices, Stations 41, 42, 43, 44, and 45. Agenda provided to the Moraga Town Office (Hacienda) and Orinda City Hall.



Grace Santos
Secretary to the Board

**MORAGA-ORINDA FIRE DISTRICT
BOARD OF DIRECTORS
SPECIAL BOARD MEETING MINUTES
May 30, 2012**

1. Opening Ceremonies

The Board of Directors convened in Open Session at 6:00 P.M. on May 30, 2012, at the Hacienda Mosaic Room, 2100 Donald Drive, Moraga, California. President Weil called the meeting to order. Present were the following Directors and Staff:

President Weil	Randall Bradley, Fire Chief	Steve Meyers, District Counsel
Director Sperling	Sue Casey, Admin Services Director	
Director Wyro	Grace Santos, Administrative Secretary	

2. Public Comment

There were no comments from the public.

3. Closed Session

At 6:04 P.M., the Board adjourned into Closed Session.

4. Reconvene the Meeting

President Weil reconvened the regular business meeting of the Moraga-Orinda Fire District Board of Directors at 7:11 P.M. Present were the following Directors and Staff:

President Weil	Randall Bradley, Fire Chief	Sue Casey, Admin Services Director
Director Wyro	Darrell Lee, Division Chief	Grace Santos, Board Clerk
Director Sperling	Steve Meyers, District Counsel	

5. Report of Closed Session Action

President Weil reported that there was no reportable action taken during the Closed Session.

6. Public Comment

Jonathan Goodwin, resident of Canyon, stated that the new website looks better. He suggested that staff include a presentation on the website informing the public about challenges that the District is faced with – fire hazards, wildfire hazards, emergency preparedness and response. He congratulated the District and the Emergency Preparedness Coordinator on doing a good job in continuing to train the Lafayette, Moraga and Orinda communities in emergency response.

7. Consent Calendar

President Weil removed items 7.1.1 February 15, 2012 Minutes, 7.1.3 March 21, 2012 Minutes and 7.4 Quarterly Ambulance Billing Report and discussed separately.

Motion by Director Wyro and seconded by Director Sperling to approve Consent Agenda Items 7.1.2, 7.2, 7.3, and 7.5. Said motion carried a unanimous (3-0) voice vote.

7.1.1 Board Minutes of February 15, 2012

Action: Approved as amended.

7.1.2 Board Minutes of March 7, 2012

Action: Approved

7.1.3 Board Minutes of March 21, 2012

Action: Approved as amended.

7.2 Monthly/Annual Incident Summary

Action: Receive and File.

7.3 Monthly Financial Reports

Action: Receive and File.

7.4 Quarterly Ambulance Billing Report

Action: Receive and File.

7.5 Quarterly Treasurer's Report

Action: Receive and File.

Action: Board asked Staff to provide a Bond Maturation Schedule at a future Board meeting.

8.1 Assistant Fire Marshal Contract

On May 2, 2012 the Board approved the creation of the "Assistant Fire Marshal" Classification. Based on that approval, the Fire Chief negotiated an employment contract with Kathy Leonard (the District's Fire Prevention Officer) to fill the position of the Assistant Fire Marshal. Staff recommended the approval of the employment contract between Kathy Leonard and the Moraga-Orinda Fire District dated May 30, 2012.

Motion by Director Sperling and seconded by Director Wyro to approve the employment contract between Kathy Leonard and the Moraga-Orinda Fire District with modifications. The motion carried by a unanimous (3-0) voice vote.

8.2 Public Hearing on Exterior Hazard Control Notices (Weed Abatement)

On April 13, 2012, the District mailed approximately 4,140 notices to the owners of properties located within the District. Ordinance 10-04 requires the Board to conduct a public hearing after the notices are sent and prior to the compliance date for the purpose of receiving comments as to why the order should not be enforced. The Board opened the public hearing and accepted comments from the public.

Bruce Van Voorhis, resident of Orinda, asked the Board to remove his property from the Exterior Abatement Hazard Control Notices list. District Counsel Meyers asked Mr. Van Voorhis to send copies of the pictures he took of his property to Chief Bradley for documentation.

Chief Bradley explained that the notices were sent to all the homeowners who live in the Wildland Urban Interface (WUI) areas to inform them of the District's compliance requirements. President Weil stated that verbiage in the legal notices was somewhat confusing. The notice that Mr. Van Voorhis received did not require him to appear at the Board meeting. The hearing is an opportunity for recipients of the notice to show cause why weed abatement orders dated April 13, 2012 should not be enforced. Mr. Van Voorhis was never individually cited.

President Weil closed the public hearing.

8.3 Resolution 12-04 Establishing the 2012/2013 Fire Flow Tax Rates for the Orinda and Moraga Services Zones

Every year the District is required to set the rate for the Fire Flow Tax in each of the District's two service zones by July for the upcoming fiscal year. In order to place the tax on the County Assessor's rolls for fiscal year 2012/13, the tax rate must be established by Board action and then levied against each parcel by the beginning of August. By ordinance, this rate is required to be established in a public forum and is typically done so at the regularly scheduled June Board of Directors meeting. The 2011/12 Fire Flow Tax Rate was established at six cents (\$.06) in Moraga, six cents (\$.06) cents in Orinda.

President Weil asked staff to make a correction to the first paragraph of Resolution 12-04 so that it reads "WHEREAS, prior to 1997, the existing fire flow tax rate for what is presently the Moraga Service Zone of the Moraga - Orinda Fire District ("District") was set at a range from zero (\$0.00) to thirty cents (\$.30) for the predecessor to the District the dependant Moraga Fire Protection District; and"

After a brief discussion, on a motion by Director Wyro and seconded by Director Sperling, the Board adopted Resolution 12-04 Establishing the 2012/2013 Fire Flow Tax Rates for the Orinda and Moraga Services Zones as modified. The motion carried by a unanimous (3-0) voice vote.

8.4 Election of Vice President and Secretary/Treasurer to Fulfill the Remainder of Calendar Year 2012

Two of the MOFD Board members resigned on February 29, 2012. The remaining Board members chose to leave the seats vacant until the election in November of 2012. The resignations left the Board without a Vice President or Secretary. At the Board meeting on May 2, 2012, the Board requested staff to place this item on the agenda to allow the Board to fill the vacant Board Officer positions for the remainder of the 2012 calendar year.

President Weil nominated Director Sperling as the Board Vice President and Director Wyro as the Board Secretary and Treasurer. On a motion by President Weil and co-seconded by both Directors Wyro and Sperling, the Board nominated and elected Director Sperling as Vice President and combined the position of

Secretary and Treasurer into one Board officer position and nominated and elected Director Wyro as Secretary and Treasurer for the remainder of calendar year 2012. The motion carried by a unanimous (3-0) voice vote.

8.5 Project Manager References

At the Board meeting on May 2, 2012, Staff recommended that the Board approve the contractual agreement between the Moraga-Orinda Fire District and The KSD Group for Project Management Services for the Fire Station 43 replacement project in an amount not to exceed \$150,000. The Board approved the recommendation with a requirement that staff conduct additional reference checks and that the reference checks support the selection of The KSD Group.

Staff was able to contact three of five references and all three references provided extremely positive feedback on their experience with the KSD Group. Based upon the approval of the Board and the positive reference checks, the Fire Chief signed the contract with the KSD Group for Project Management Services for the Fire Station 43 replacement project.

8.6 Draft Preliminary General and Capital Fund Budgets for Fiscal Year (FY) 2012/2013

Normally the Preliminary Budget projections are presented to the Finance Committee prior to being discussed at a full Board meeting. However, at the March 21, 2012 Board meeting the District Board discussed and decided that because there are only three members on the Board at the present time all three members would serve as the Finance Committee.

Staff provided a presentation and overview on the 2012/13 Draft Preliminary General and Capital Projects Fund Budgets. After a lengthy discussion, the Board provided staff with direction on the 2012/13 Preliminary General Fund and Capital Projects Fund budgets to bring back for consideration and approval at the June 20, 2012 Board meeting.

9.1 Brief information only reports related to meetings attended by a Director at District expense (Government Code Section 53232.3(d))

There was nothing to report.

9.2 Questions and informational comments from Board members and Staff

Chief Bradley reported that the Insurance Services Organization (ISO), an organization who ranks fire departments, will be visiting the Moraga-Orinda Fire District in June. Chief Healy will be working on the project and will prepare all the necessary information.

Chief Bradley informed the Board that he would be on vacation from June 10-15, 2012, and that Chief Healy will be serving as interim Fire Chief.

Chief Bradley had been in discussions with the Town of Moraga to use Fire Station 42 as an alternate Emergency Operations Center (EOC). He will provide the Board with a full staff report in the near future.

At the June 20, 2012 meeting, staff will introduce the Board to the new Project Managers from the KSD Group and Alan Kawasaki, Principal Architect for the Fire Station 43 project, will give a presentation on station design.

10. Adjournment

At 9:36 P.M., President Weil called for adjournment of the regular meeting.



Grace Santos
Secretary to the Board

Wittman Enterprises LLC
Moraga-Orinda Fire District
Ambulance Billing-Fiscal Year 2011/2012-Revenue to Date
as of 06/30/12

	REVENUE(1)	MCARE WRITE DOWNS (2)	MCAL WRITE DOWNS (3)	RESIDENT WRITE DOWNS (4)	OTHER CONTRACTUAL WRITE DOWNS (5)	NET REVENUE (6)	RECEIPTS (7)	REFUNDS (8)	NET RECEIPTS (9)	BAD DEBT WRITE OFFS (10)	ADJUSTMENTS (11)	NEW A/R BALANCE (12)
JULY '11	\$ 157,909.30	\$ 61,602.94	\$ 2,334.17	\$ 11,481.31	\$ 528.16	\$ 81,962.72	\$ 59,351.28	\$ (2,183.66)	\$ 61,534.94	\$ 11,125.00	\$ 1.61	\$ 361,009.33
AUGUST '11	\$ 119,700.20	\$ 62,673.34	\$ 3,776.96	\$ 10,148.56		\$ 43,101.34	\$ 72,671.33	\$ 30.64	\$ 72,640.69		\$ (57.42)	\$ 331,412.56
SEPTEMBER '11	\$ 143,605.70	\$ 48,191.72	\$ 3,617.17	\$ 20,308.37	\$ 1,923.41	\$ 69,565.03	\$ 92,880.32	\$ 253.64	\$ 92,626.68	\$ (316.50)	\$ 1,556.77	\$ 310,224.18
OCTOBER '11	\$ 129,878.70	\$ 37,857.29	\$ 2,276.98	\$ 4,395.63		\$ 85,348.80	\$ 54,861.23		\$ 54,861.23	\$ 19,544.95	\$ 1.37	\$ 321,168.17
NOVEMBER '11	\$ 163,572.30	\$ 61,877.42	\$ 4,291.47	\$ 14,129.46	\$ 1,015.03	\$ 82,258.92	\$ 28,868.39		\$ 28,868.39	\$ 15,807.12	\$ 59.82	\$ 358,811.40
DECEMBER '11	\$ 166,580.30	\$ 67,885.43	\$ 3,302.79	\$ 9,049.95	\$ 558.37	\$ 85,783.76	\$ 107,458.85		\$ 107,458.85		\$ 2.59	\$ 337,138.90
JANUARY '12	\$ 170,472.40	\$ 53,138.50	\$ 1,492.63	\$ 6,159.18	\$ 1,195.78	\$ 108,486.31	\$ 54,790.08		\$ 54,790.08		\$ 0.42	\$ 390,835.55
FEBRUARY '12	\$ 173,846.40	\$ 65,042.28	\$ 4,209.52	\$ 13,576.64		\$ 91,017.96	\$ 54,643.03	\$ 47.75	\$ 54,595.28			\$ 427,258.23
MARCH '12	\$ 148,630.20	\$ 68,088.43	\$ 2,203.20	\$ 12,324.34	\$ 160.29	\$ 65,853.94	\$ 87,468.38	\$ 180.00	\$ 87,288.38		\$ 0.02	\$ 405,823.81
APRIL '12	\$ 155,822.30	\$ 58,690.70	\$ 1,844.01	\$ 22,977.63	\$ 665.39	\$ 71,644.57	\$ 83,596.76		\$ 83,596.76	\$ 18,086.15	\$ 13.44	\$ 375,798.91
MAY '12	\$ 154,483.90	\$ 56,014.21	\$ 8,597.73	\$ 8,589.70	\$ 1,867.26	\$ 79,415.00	\$ 72,795.20		\$ 72,795.20		\$ 10.02	\$ 382,428.73
JUNE '12	\$ 181,103.20	\$ 55,526.00	\$ 6,052.39	\$ 11,880.81		\$ 107,644.00	\$ 80,621.14		\$ 80,621.14		\$ 1,514.90	\$ 410,966.49
YEAR TO DATE TOTALS	\$ 1,865,604.90	\$ 696,588.26	\$ 43,999.02	\$ 145,021.58	\$ 7,913.69	\$ 972,082.35	\$ 850,005.99	\$ (1,671.63)	\$ 851,677.62	\$ 64,246.72	\$ 3,103.54	
YTD PERCENTAGE OF REVENUE		37.34%	2.36%	7.77%	0.42%	52.11%	45.56%	-0.09%	45.65%	3.44%	0.17%	
YTD PERCENTAGE OF NET REVENUE									87.61%			

1. REVENUE – Charges billed within the month.
2. MCARE WRITE DOWNS – Contractual write down that MOFD is obligated to take as a Medicare provider
3. MCAL WRITE DOWNS - Contractual write down that MOFD is obligated to take as a Medi-Cal provider
4. RESIDENT WRITE DOWNS – Write Downs that are taken according to MOFD’s resident policy
5. OTHER CONTRACTUAL WRITE DOWNS – Contractual write downs that are taken for other federal or state agencies
6. NET REVENUE – Revenue after all contractual obligations are taken
7. RECEIPTS – Payments that are received in month.
8. REFUNDS – Overpayments that are being refunded.
9. NET RECEIPTS – Payments after refunds have been removed.
10. BAD DEBT – Accounts that have been sent to the collection agency.
11. ADJUSTMENTS – Any adjustment that has been made to a previously billed account, (for example, incorrect mileage).
12. NEW A/R BALANCE – Balance of all accounts in system at the end of the month and in general ledger account #1051-Receivables – Ambulance Billing.